

Business Management

(12052)

Rationale Statement:

Focuses on the process of management which is defined as planning, organizing, leading, and controlling the use of business resources to accomplish performance goals. Managers utilize resources for results in high performance outcomes and high levels of satisfaction among people doing the work in business. Managers use resources such as information, technology, raw materials, facilities, and money to produce the goods and services that the organization offers to its customers.

Suggested Grade Level:

Grades 11-12

Topics Covered:

- **Importance of Management**
- **Management Functions**
- **Human Resource Activities**
- **Diverse Workforce**
- **Government Regulation**
- **International Competition**

Core Technical Standards & Examples

| Indicator #1: Define management and its role in effective and efficient performance in business. | |
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| Bloom's Taxonomy Level | Standard and Examples |
| Understanding | MGT.1.1 Explain the importance of management in business. Examples: <ul style="list-style-type: none">• Define management and the management process such as planning, organizing, leading, controlling• List what managers do in the business |
| Understanding | MGT.1.2 Describe characteristics of good managers. Examples: <ul style="list-style-type: none">• Identify personal characteristics of an effective manager |

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| | <ul style="list-style-type: none"> • Explain how managers are effective as on-task, goal oriented, and efficient • Define ways a manager becomes a leader |
| Understanding | <p>MGT.1.3 Explain how a manager's accountability is a daily challenge in business.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Determine how a code of ethics applies to decisions made by managers looking at hiring practices, positive role model, set expectations, social responsibility • Evaluate ethical considerations involving managers and business relationships |

| Indicator #2: Explain how the functions of management are implemented and why they are important. | |
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| Bloom's Taxonomy Level | Standard and Examples |
| Understanding | <p>MGT.2.1 Describe the planning function of management.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain what planning is and why it is important • Explain the business decision-making process • Explain the role of operations planning and strategic planning • Write short- and long-term strategic goals • Identify planning tools such as budgets, schedules, and policies |
| Understanding | <p>MGT.2.2 Describe the organizing function of management.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Identify and provide examples of ownership forms: sole proprietorship, partnership, corporations, franchises, cooperatives, and S-corporations • Evaluate the advantages and disadvantages of each form of ownership • Identify types of organization structure: line, line and staff, matrix, team, committee, and grapevine; centralized vs. decentralized • Create organization charts |

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| Applying | <p>MGT.2.3 Describe the directing (leadership) function of management.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Identify leaders and effective leadership qualities • Compare and contrast leadership styles: autocratic, democratic, laissez-faire • Describe techniques managers use to motivate individual employees • Describe professionalism and why participation in professional associations is important |
| Applying | <p>MGT.2.4 Describe the controlling and evaluating functions of management.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe the importance of business mission statements, vision statements, goals and objectives • Understand the need to measure performance against established expectations • Determine how to choose standards for internal and external controls |

| <p>Indicator #3: Evaluate the human resource activities of a manager and their importance to the successful operation of a business.</p> | |
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| <p>Bloom's Taxonomy Level</p> | <p>Standard and Examples</p> |
| Understanding | <p>MGT.3.1 Describe the role of human resources and management theories in a business organization.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe management theories • Identify methods used in recruiting, hiring, training, and firing of employees • Identify trends in the modern workplace • Report on compensation and benefits |
| Analyzing | <p>MGT.3.2 Analyze strategies for bringing together a diverse workforce.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain social responsibility • Analyze ways to manage conflict and stress in the workplace |

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| Analyzing | <p>MGT.3.3 Examine human relations, self-management, technological, organizational, and professional leadership skills in managing a business.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Examine the importance of time management tools and skills • Examine the role of technology in the overall management process • Examine the advantages of networking to achieve personal and professional advancement • Examine strategies to develop liaisons with professional organizations such as internships, volunteer work, and membership in organizations |
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| Indicator #4: Analyze the impact of international and government regulation on management decisions. | |
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| Bloom's Taxonomy Level | Standard and Examples |
| Analyzing | <p>MGT.4.1 Examine the legal environment of managing a business.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe how the workplace has changed as a result of labor legislation • Explain laws pertaining to business practices • Examine the legal aspect of starting a business • Analyze and identify illegal marketing practices |
| Analyzing | <p>MGT.4.2 Examine the economic and international environment of managing a business.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Distinguish economic terms • Compare ways businesses compete domestically and globally • Compare forces of supply and demand in the economy • Compare various types of competition |